

# California Energy Commission



**Classification:** TRAINING OFFICER I

**Tenure:** Permanent      **Time Base:** Full-time      **Location:** Sacramento

**Salary:** \$4400 - \$5348      **Final Filing Date:** Until Filled

**Duties/Responsibilities:**

Under the general direction of the Selection, Training and EEO Officer/Staff Services Manager II, the Training Officer I will independently design, develop, organize and conduct training classes and programs designed to enhance the productivity of Commission workforce using a variety of methods. Incumbent will continually assess the effectiveness of training classes and make recommendations for additions, deletions, and changes to existing training curriculum, and implements recommended changes to ensure that all employees receive the required training and are developed within their respective specialty area.

More specifically, the incumbent will serve as the primary internal trainer on areas related to the Selection, Training and EEO Office, as well as other subjects. The candidate will be expected to work independently to administer training and assist with duties that relate to the administration of training programs at the Commission including the development of annual training plan.

**Desirable Experience/Qualifications:**

- ☐ Knowledge of principles and methods of employee training
- ☐ Ability to conduct and interpret analytical and statistical data
- ☐ Experience using and developing various training tools
- ☐ Ability to interpret and apply laws, rules, policies and procedures
- ☐ Ability to work in a team environment
- ☐ Ability to develop, conduct and evaluate training courses
- ☐ Ability to effectively lead a training course or workshop
- ☐ Ability to work with all levels of management
- ☐ Must communicate effectively both verbally and in writing
- ☐ Excellent interpersonal skills
- ☐ Excellent customer service skills
- ☐ Experience and/or knowledge of Human Resources is a plus

**Who May Apply:** **YOU MUST INDICATE RPA #214-607 AND THE BASIS OF ELIGIBILITY ON APPLICATION.**

All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. To be considered for this position and be granted an interview, **YOU MUST SUBMIT A STATEMENT OF QUALIFICATIONS** describing the education and/or experience you have that would allow you to succeed in this position. **Applications will be screened for experience and only the most qualified will be contacted for an interview.**

**If you would like confirmation that your application has been received, please mail certified/return receipt.**

**APPOINTMENT IS SUBJECT TO THE PROVISIONS OF THE SROA PROCESS: SROA/SURPLUS/ REEMPLOYMENT CANDIDATES ARE ENCOURAGED TO APPLY; SURPLUS EMPLOYEES MUST ATTACH A COPY OF THEIR SURPLUS STATUS LETTER.**

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) AND STATEMENT OF QUALIFICATIONS TO:**

Kim DuVall/RPA #214-607  
1516 9th Street, MS - 19  
Sacramento, CA 95814  
(916) 654-4326

**(Pos. #214-5197-801)      ok/af**

**California Relay (Telephone) Service for the Deaf or Hearing-Impaired**  
**From hTDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**



## JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

**RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL].**

When the Commission is in a hiring freeze, all JOBS must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

**CLASSIFICATION [REQUIRED].** Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

**TENURE [REQUIRED].** Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

**TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL].** When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

**TIME BASE [REQUIRED].** Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

**Will consider appointments less than full time [OPTIONAL].** If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

**SALARY [REQUIRED].** Provide the salary range. Provide each range if there is more than one.

**LOCATION [REQUIRED].** Provide only the office name and/or division name, and Sacramento, California.

**FINAL FILING DATE [REQUIRED].** Leave blank. The final filing date will be determined by the Personnel Analyst.

**DUTIES/RESPONSIBILITIES [REQUIRED].** Briefly describe the primary duties of the position (from the duty statement).

**DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED].** Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

**WHO MAY APPLY [REQUIRED].** Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

**[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test [OPTIONAL].** All Energy Analyst JOBS must include this statement.

**Training & Development Assignments may be considered [OPTIONAL].** If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

**Miscellaneous statements here [OPTIONAL].** Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED].** Use the language provided. Insert the contact person’s name, mailing address, and public and calnet phone numbers.